

**TENDERS INVITED FOR OFFICIAL STAND CONSTRUCTION, FACILITIES
AND BEAUTIFICATION AGENCIES**
FOR
PRINTPACK INDIA 2021

The Indian Printing Packaging & Allied Machinery Manufacturers' Association (IPAMA) is an all India Association of manufacturers of Printing, Packaging and allied machinery, having its administrative office at Plot No. C-54, Sector 62, Institutional Area, NOIDA-201307.

IPAMA is the organizer of India's biggest and one of the world's largest Exhibitions on Graphic Art Industry, i.e, PRINTPACK INDIA. The 15th edition of PRINTPACK INDIA Exhibition is slated to be held at India Expo Centre, Greater Noida from 03 – 08 February 2021.

Offers are Invited from reputed and experienced companies meeting the Qualification Criteria for the following tasks to be executed for PRINTPACK INDIA exhibition:-

Description of Works:

1. **Construction of Shell Scheme stands:** Construction of Stalls as per approved layout (mostly of 15 Sq. Mtr, depth 3 mtrs. x width 5 Mtrs.) under Maxima Shell Scheme, having Partition walls (Prefabricated white powder coated aluminum system bars of 3 mtrs, with white infill panels, each of size 1 Mtr. width and 2.5 Mtrs. Wall Height), furnished with Brand New Floor Carpet of approved colour, Hanging normal/LED Fascia on the front with fascia write-up (Company Name), 6 Spot Lights (LED) with one Electric Socket outlet, 2 Tables in which one with lockable doors and another one glass table top, 4 PVC Chairs and 1 Dustbin. For bigger or smaller stalls the Carpet, Spot Lights, Electric Socket outlet, Table, Chairs and Dustbin to be supplied on pro-rata basis. Light points will have to be connected to the power supply by you.

Rates of basic furniture with Photographs.

2. **Carpeting in Halls:** Brand new plain/printed carpet for passage of Halls and other places.

3. Registration areas: Construction of registration areas with tables or counters with signs to identify areas such as preregistration, Onsite Registration, VIP, Press etc. Supply tables for programs and other registration materials, tables for attendees to complete registration forms, Self-service registration kiosks. If space allows, have a small office behind the registration area for staff luggage, refreshments, and registration material. Registration area with flooring, electrical 5/15 amp. points and other basic furniture like high computer tables, racks, form filling counters, Q-Manager. etc.

It may be around 70 Registration Counters at two places to cater 15,000 visitors a day for six days, registration stations in such a way that people move forward faster. There must be proper signage to identify the area.

4. Left Luggage / Baggage Storage (Cloak Room) facility, size 5mx5m: Construction of Left Luggage to help lighten the load and allow visitor to safely and securely store their Luggage at our secure storage facility until they return in minutes or hours. Two left luggage facility areas with basic furniture are required.

5. Allied Facilities: Other related facilities to make exhibition successful. Submit your quotation with the suggestive designs:

1. Information/May I help you counters.
2. Entrance Gates of Hall No 7,9, 10, 11, 12, 14 & 15.
3. Construction of Business Centre under shell scheme with table, furniture, racks, power point, dustbin etc.
4. Arrangement for Opening Ceremony, like Stage, sofa sets, Backdrop, Podium, AV System, lighting lamp, floral etc.
5. Metal chrome three-Seater Airport Waiting and Reception Chairs for visitors, around 1000 pax, at various places.
6. Seating lounge for guest covered with decorated pagoda/hangar.
7. To carry out/implement any other tasks as directed by IPAMA.

Note:

1. Only standard Materials are to be used for any kind of work.

2. Masking of open places.
3. All technicians should have proper tools for working for carrying out the assigned tasks.
4. All the orders of exhibitors must be completed in minimum given time.
5. Sufficient technical and operational staff should be deployed.

General Criteria:

- i. Any substandard material found during the exhibition, the bidder will immediately replace without any delay. Failure to do so may result in forfeiture of the performance security/bank guarantee and additional penalty.
- ii. **Timely completion of the work is the essence of the contract.**
- iii. IPAMA reserves the right to add or delete any part of scope of work if situation so demands.
- iv. IPAMA shall be the sole authority as to the eligibility and approval or rejection of tenders, and it shall not be bound to assign any reason whatsoever for its decision, which shall be final and conclusive.
- v. The bidder shall comply with labour/industrial laws and safety of their personnel, the contractor shall indemnify IPAMA against all losses or damages, if any.

Details of PRINTPACK INDIA 2021 Exhibition for reference:

Date of Exhibition	03 – 08 Feb 2021
Set-up Days	31st Jan – 2nd Feb
Dismantling	9th Feb
Number of Exhibitors	600 (Approx)
Number of Halls	10
Gross Area	60,000 Sq. Mtr
Net area for Exhibitors	30,000 Sq. Mtrs (Approx)

Qualification Criteria

1. The bidders should have adequate working experience in the exhibition area of IEML.
2. The bidder must fulfill all statutory requirements such as PAN of the firm, GST registration as well as IT return, valid licenses etc. needed for such exhibition activities.

Fee Structure

1. All quotations and payments shall be in INRs only.
2. All prices quoted shall be inclusive of all costs. On all payments made, TDS will be deducted as per the applicable rates.
3. If you are selected as the official contractor, for ensuring satisfactory performance of this Agreement, within 7 days of the date of the Agreement, a sum of Rs. 1,00,000/- (Rs. One Lakh) only, as performance security/bank guarantee, will have to be deposited by you with IPAMA.

Tender return date: By 9th March 2020, 6 p.m. Applications received after the due date will not be entertained.

The confirmation regarding submission of the bid by the bidder compulsorily be intimated on admin@ipama.org

The envelope will be addressed to:

General Secretary
IPAMA
C-54, Sec-62, Institutional Area,
Noida, U.P
Tel: +91 120 2400109, 4292274
Email: admin@ipama.org